



**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
LOUISIANA CORPORATE TRAVEL CARD POLICY**

I.	CORPORATE TRAVEL CARD PROGRAM.....	1
A.	Policy Statement	1
II.	TRAVEL CARD ADMINISTRATION	1
A.	Office of State Purchasing Responsibilities.....	1
B.	Agency Responsibilities.....	2
III.	POLICY REQUIREMENTS	2
A.	Individual Liability Card Issuance	2
B.	Corporate Business Account (CBA)	3
C.	Individual Card Use.....	4
D.	Insurance.....	4
E.	Documentation.....	4
IV.	PAYMENT, RECONCILIATION AND DOCUMENTATION	4
A.	Payment Procedures for Individual Liability Cards.....	4
B.	Payment Procedures for Corporate Business Accounts (CBA).....	4
V.	WAIVERS.....	7
A.	Exceptions	7

State of Louisiana

Corporate Travel Card Policy

I. Corporate Travel Card Program

A. Policy Statement

This policy covers the State Corporate Travel Card Program and establishes minimum standards for possession and use. The Corporate Travel card is a tool used to assist employees in paying for travel expenses incurred during official state business. The travel card is a Visa card issued by Bank of America for the State of Louisiana. This card will enable employees to purchase items with the convenience of a credit card to offset cost so that a travel expense form can be submitted for reimbursement. The use of this card will improve efficiency and effectiveness by forming one source of payment for contract airfares, which is a requirement by the airlines to continue offering totally refundable, non-penalty airfares to the State.

The use of Corporate Travel card is provided for official state business.

This policy and/or procedures is not intended to replace current Policy and Procedure Memorandum 49, Purchasing Policies, Rules and Regulations, Louisiana Statutes, or Executive Orders.

II. Travel Card Administration

A. Office of State Purchasing Responsibilities

The State of Louisiana, Office of State Purchasing is responsible for the statewide contract administration of the Corporate Travel Card Program. The State Travel Card Administrator will serve as a central point of contact to address all issues and changes necessary to the overall program, and coordinate such changes with the contractor, Bank of America.

The Office of State Purchasing will issue and maintain the State Corporate Travel Card Policy as contained herein. If state policy or the program limit is changed statewide, a numbered Travel Card Policy Amendment will be issued by the Office of State Purchasing. Agency exceptions granted on a case-by-case basis will be in writing and forwarded for the agency's records.

The Office of State Purchasing will approve agency participation in the program and identify the allowable Merchant Category Codes (MCC) and their limits. Cash will be blocked from use in this program.

B. Agency Responsibilities

Agency responsibilities include administration of their corporate travel card program, and compliance with state guidelines identified here and in Policy and Procedure Memorandum 49.

The Department Head will be responsible for designating the Agency Travel Card Program Administrator and for notifying the State Program Administrator at the Office of State Purchasing of any changes in the department head or program administrator.

The Agency Program Administrator will be responsible for keeping abreast of program updates as they are posted on the Office of State Purchasing Travel Website (www.state.la.us/osp/travel) and dissemination of this information to the Department Head, Cardholders, and any other agency personnel as deemed appropriate.

Agencies are also responsible for establishing proper controls, as well as:

- If agency specific policy is developed, ensuring that they are in accordance with the guidelines of the State Travel Card Policy.
- Determining cardholders – each agency must determine their appropriate employees that are to receive a travel card.
- Educating cardholders on use of card, where to report a lost or stolen card and where to seek other card assistance.
- Requesting cards, and performing any maintenance necessary for agency cardholders.
- Establishing agency Corporate Business Accounts (CBA's) and setting up the proper authorizers. The contract travel agency must be notified of all authorizers for each CBA account.
- Establishing procedures to cancel and collect cards when it is determined it is no longer needed or upon termination of the employee.

III. Policy Requirements

A. Individual Liability Card Issuance

1. The primary use of the individual travel card is to purchase contract airfares. In accordance with Policy and Procedure Memorandum 49, it is mandatory that all state contracted airfares be purchased with a state issued travel card. While not mandatory, the travel card may be used for the payment of any other official travel expenses.
2. Cards are to be issued in the name of State of Louisiana employees only.
3. Cardholders must be approved by appropriate agency authority.
4. Cardholders must complete an Individual Liability Corporate Card/Corporate Travel Card Application and submit it to their agency program administrator for processing.
5. Cardholder must secure and control card at all times.
6. Individual liability cards are the employee's responsibility for use and payment. Card limits are determined based on a credit check by the bank.
7. Individual liability travel cards will be issued with dual limits. The over all card limits determined by the bank will be available for all merchants associated with travel. I.e. airlines, hotels, motels, vehicle rentals, service stations, restaurants and fast food establishments. The retail limit for all other merchants is \$250.
8. VISA cards will be identified with the State of Louisiana seal and marked Corporate Travel Card. The cards will also be embossed with Employee Name, Department Name and Employee account number.

B. Corporate Business Account (CBA)

1. The purpose of a CBA is to provide a tool for agencies to purchase contract airfares and registration fees.
2. The State promotes the use of the CBA account for airfares and registration, however each department head will determine who is eligible to use the CBA within their department.
3. The account(s) are issued in the name of the state agency and the program administrator is the primary point of contact for those accounts. The agency may designate multiple authorizers per account.
4. The Program Administrator will complete a New CBA Set Up Form and submit it to the bank for processing.
5. The CBA accounts are the direct liability of the state. Each agency will be responsible for ensuring all payments are made timely to the bank.
6. No plastic card is issued. These are referred to as ghost accounts.
7. If it is determined that personal or other unauthorized charges are occurring on the CBA account, appropriate steps, up to and including dismissal, shall be taken to resolve the misuse/abuse of the account.

C. Individual Card Use

1. Travel cards are issued for official business travel.
2. No cash is accessible for any state issued account.
3. No annual fees are charged for state travel accounts.
4. Cardholders access to customer service regarding billing and payments are to call - 800-822-5985.
5. To report a lost or stolen card, call 800-538-8788 or 800-300-3084.

D. Insurance

State of Louisiana cardholders are covered up to \$500,000 in Automatic Common Carrier Travel, Accidental Death, and dismemberment Insurance. This insurance is provided at no additional cost to cardholders when the employee charges their entire tickets for land, sea or air or public transportation on the state issued corporate travel card –VISA.

E. Documentation

1. Individual Liability Travel Cards – it will be each cardholder’s responsibility to pay all charges in accordance with the terms listed on their billing statement. Each employee will be responsible for submitting their travel expense forms and all required receipts timely (in accordance with their agency’s internal policy) to ensure monies are received to pay their travel card account.
2. Corporate Business Accounts (CBA) - authorizers for the CBA accounts will maintain records / approvals sufficient to reconcile the CBA statement to ensure it is paid timely by the State. Each Program Administrator is responsible for ensuring that documentation is adequate and sufficient to adhere to Travel guidelines and Accounting guidelines for recording of expenditures.

IV. Payment, Reconciliation and Documentation

A. Payment Procedures for Individual Liability Cards

1. Employees issued individual liability travel cards are totally responsible for payment of their account. Account balances are due in full each month per the required date on the cardholder’s statement. The state has negotiated with the bank that neither interest or a late payment fee will be charged until the account is 61 days past due. However, payments that are late after the due date on the billing statement are subject to be reported as delinquent on the employee’s credit record.

B. Payment Procedures for Corporate Business Accounts (CBA)

1. The CBA accounts are a direct liability of the State. The Agency will ensure that necessary procedures and controls are in place for prompt payment, reconciliation and cost distribution of charges and credits. Agency should issue specific policies addressing required approvals and authorizing procedures.
2. Bank of America will send paper statements and/or electronic files for all CBA accounts. These statements may be used for reporting and reconciliation.
3. The paper statement and/or the electronic billing file will be sent after the close of the billing cycle chosen by the Agency. The billing cycle for all ISIS Agencies will be the 5th of each month.
4. Payments are to be made electronically within 25 days of statement billing date.
5. ISIS agencies **that are not active** LaCarte Purchasing Card Program Users: are to reconcile their paper statement and submit it to their accounting department for payment.
6. ISIS agencies **that are active** LaCarte Purchasing Card Users:
 - a) CBA accounts established for ISIS agencies currently using the purchasing card program will process the payment of the CBA accounts the same as purchasing cards. This is due to the fact that this account is also a direct liability of the State. Each account will point to that agency's corporate account, be assigned a default accounting code, and be transmitted on the same statement billing file that is submitted for other purchasing cards.
 - b) There will be a default accounting code for each CBA that will consist of the fund/agency/organization/object combination for ISIS Agencies. The fund/agency will be the ISIS Agency number, the organization code will be the clearing organization number established by OSRAP (T plus the appropriation number) and the clearing object will be 2680. The clearing organizations will be set up by OSRAP at the time of implementation in the program. The Agency will be responsible for notifying OSRAP of any required changes after initial set up. A clearing organization code (PPPP) will also be used for CBA transactions that have an incorrect default code or hierarchy; and for miscellaneous charges.
 - c) Reconciling CBA statement to electronic payment (P3 document), and distributing costs from the default accounting codes to the proper accounting codes. ISIS Agencies must notify OSRAP immediately of any discrepancies.
 - d) The statement-billing file will be used to create a P3 document (payment voucher) and interface to AFS. This document will use the default accounting codes assigned to the CBA account. The interface will automatically create the P3 document each month. No action is required by ISIS Agencies for payment.
 - e) The P3 document will override budget checks and cash checks in AFS to produce an electronic funds transfer (EFT) to be sent to Bank of America. The EFT request will be processed on the 25th of each month.
 - f) Miscellaneous charges made to the corporate account must be reviewed, approved and reconciled. Miscellaneous charges will default to

PPPP. Agency accounting departments must move these charges to the proper accounting distribution.

g) ISIS Accounting sections must review the P3's immediately upon their posting and determine if any discrepancies exist between paper statement and the P3's. If a discrepancy does exist, you should contact our Bank of America Account Specialist as listed on the "LaCarte" Website (www.doa.state.la.us/osp/lacarte/updatesProgAdmin.htm) to determine how the discrepancy will be corrected. Once this information is received, Accounting must contact OSRAP and fax a copy of the billing statement to OSRAP (225) 342-1053. OSRAP will then determine if manual P3's have to be built. This must take place prior to the 25th of each month.

h) If a CBA's spending defaults to PPPP an error has occurred. The agency program administrator / accounting department must contact OSRAP and the bank to correct the routing error. This should be done prior to receiving the next month's statement to prevent reoccurring errors.

i) ISIS Agencies will prepare a journal voucher (J6 or J2 or create a REJ6 record to automatically generate the J6 each month) document to credit the default accounting codes (travel card clearing organization and object) and debit the appropriate organization, object, reporting category, etc. Note: Payment for all ISIS Agencies will be made automatically on the 25th of each month regardless of the status of the reconciliation process.

j) Agencies should complete the reconciliation and distribution processes each month prior to receiving the next billing file. All charges and/or credits should be cleared from the travel card clearing organizations each month for ISIS Agencies.

7. **Non-ISIS agencies** will reconcile and distribute costs to their accounting system in a timely manner and according to agency policy and procedure. Note: reconciliation may take place before or after payment for Non-ISIS Agencies but payment shall be made to Bank of America within 25 days of receipt of statement.

If the Non-ISIS agency is not active in the Purchasing Card program, they are to reconcile their paper statement and submit it to their accounting department for payment.

If the Non-ISIS agency is active in the Purchasing Card program they are to direct their new CBA payment to be included on the same platform as their purchasing cards to ensure the payment of this account is a part of their statement billing file that is issued by the bank.

V. Waivers

A. Exceptions

1. The Director of State Purchasing may waive in writing any provisions of these regulations when the best interest of the State will be served.

The Department Head and Agency Program Administrator, by signing this Policy, acknowledges and accepts his/her responsibilities in the administration of this program as outlined herein.

_____	_____
Department Head	Agency Program Administrator

Agency	

Date	